

~~SECRET~~

3 September 1957

OFFICE OF SECURITY

STATEMENT OF MISSION AND FUNCTIONS

~~SECRET~~

~~SECRET~~

3 September 1957

DIRECTOR OF SECURITY

A. MISSION

Prepares and executes the Agency's security program; and performs security inspection functions.

B. FUNCTIONS

1. Recommends the establishment of Agency policies relating to security, and establishes procedures for their implementation.

2. Obtains and evaluates, through investigation, technical interrogation and liaison contact, pertinent information regarding personnel for employment, assignment, or association with the Agency. Approves or disapproves, from a security standpoint, the employment or utilization of individuals by the Agency.

3. Develops and conducts [REDACTED] counterintelligence programs for the Agency. 25X1A

4. Establishes safeguards necessary to prevent physical penetration of Agency activities by unauthorized individuals.

5. Determines the effectiveness with which security programs and policies are being accomplished, and institutes improvements where indicated.

6. Furnishes security advice and guidance to Agency employees.

~~SECRET~~

3 September 1957

7. Institutes, implements and conducts technical countermeasures programs.

8. Coordinates and engages in security support planning of emergency measures.

9. Prescribes security policies relating to the liaison and contact relations of Agency officials with others; and establishes and maintains necessary liaison with officials of other Government agencies on security matters.

10. Investigates reports of violation or noncompliance with security policies or regulations and recommends or initiates appropriate action, as may be required.

11. Makes necessary inspections, investigations, and reports to assure proper maintenance of security.

25X1A130

13. Conducts research in security fields.

14. Provides security support and trained professional security officers as required, to Agency components, installations and operations, both domestic and foreign.

15. Plans, develops and conducts an Agency safety and fire prevention program.

3 September 1957

DEPUTY DIRECTOR OF SECURITY

A. MISSION AND FUNCTIONS

Makes decisions as the full deputy in important or sensitive matters within established policy of the Director of Security; follows intimately the progress of the counter-intelligence operations of the office; conducts specific liaison, internally and externally, on certain highly sensitive matters delegated to him; assists the Director of Security in the performance of his mission and the exercise of his functions; and acts for the Director of Security in his absence. Serves as Chairman, Office of Security Career Service Board.

~~SECRET~~

15 May 1958

EXECUTIVE OFFICER

A. MISSION AND FUNCTIONS

1. The Executive Officer serves as the coordinator of staff actions in the Office of Security and is authorized to act on behalf of the Director of Security in the interpretation of policy previously enunciated.

2. Assists the Director of Security in the administration and management of the Office of Security Staffs, except the Security Research Staff.

3. Acts on behalf of the Director of Security with respect to the handling of correspondence to the Office of the Director, including its routing and necessary follow-up to insure action and/or appropriate and timely replies.

4. Acts on behalf of the Director of Security in Office representation on intra-Agency conferences and boards not attended by the Director or his Deputies.

5. Acts on behalf of the Director of Security and the Chairman of the Security Career Service Board in giving overall administrative guidance on the Career Service Program.

~~SECRET~~

~~SECRET~~

6. Is responsible for the preparation of Office reports to higher authority on such matters as production, progress, work loads, accomplishments, objectives, etc.

7. Administers the Office of Security emergency plans, including the Office of Security Emergency Force and the CIA Security Patrol.

8. Acts as Special Assistant to the Director of Security on other matters as specifically assigned.

4a

~~SECRET~~

~~SECRET~~

3 September 1957

ADMINISTRATION AND TRAINING STAFF

A. MISSION

Provides administrative, personnel, budget, supply and training support and special services for the Office of Security, including its Headquarters [REDACTED] and foreign activities.

25X1A

~~SECRET~~

~~SECRET~~

15 May 1958

B. FUNCTIONS

1. Administration and Support Branch

a. Prepares Office of Security budgets, and controls financial expenditures of the Office in accordance with budget allocations.

b. Scrutinizes all financial expenditures reflected by vouchers of Office of Security personnel for correctness and appropriateness with respect to government, Agency and office regulations.

25X1A13D c. Conducts periodic financial audits and property surveys of Office of Security Headquarters ~~SECRET~~

d. Controls and distributes salaries and reimbursements to Office of Security personnel and correspondents.

e. Initiates travel orders and furnishes support in all requirements for processing Office of Security personnel for travel.

f. Maintains accountability for certain property issued to the Office of Security.

g. Provides advice and guidance to Office of Security components in the requisition for any service, equipment or property to insure their need and appropriateness.

~~SECRET~~

~~SECRET~~

15 May 1958

h. Administers, manages and supervises the utilization of Office of Security safehouses, including the maintenance of a revolving fund and the supervision of domestic help.

i. Controls the Office of Security [REDACTED]

25X1A

25X1A6A

[REDACTED] space utilization with respect to alterations, moves and property and equipment needs.

6a

~~SECRET~~

~~SECRET~~

20 August 1959

2. Personnel Branch

- a. Provides personnel services to all components of the Office, including recruitment, processing and placement of personnel in coordination with the Office of Personnel.
- b. Maintains administrative records of all Office of Security personnel and serves as secretariat to the Office Career Service Board and to the office panels concerned with career management and assignments.
- c. Recommends personnel actions to assure proper placement and advancement.
- d. Provides personnel relation services within the office by coordinating with and between personnel and supervisors, as necessary.
- e. Arranges for preparation of credentials used by Office of Security personnel and maintains appropriate controls.
- f. Provides Career Management Officer for Office of Security whose services include career development planning and counseling.
- g. Provides special services to the Office of Security, including Office Historian, Adjutant of Security Patrol, and control center for field office emergency plans.

~~SECRET~~

~~SECRET~~

20 August 1959

3. Training Branch

- a. Plans, develops and administers the Security Education Program of the Agency.
- b. Plans, develops, administers and presents Agency-wide security indoctrinations, reindoctrinations and briefings.
- c. Plans, develops and administers specialized training courses on security subjects for Office of Security personnel and Agency employees, as required.
- d. Plans, develops, administers and presents specialized briefing programs on security subjects for foreign representatives and U.S. Government representatives.
- e. Coordinates with the Office of Training on all intra-Agency and external training of Office of Security personnel.

~~SECRET~~

25X1A13C

Approved For Release 2002/01/28 : CIA-RDP78-04007A001200020002-5

Approved For Release 2002/01/28 : CIA-RDP78-04007A001200020002-5

3 September 1957

FOREIGN SUPPORT STAFF

A. MISSION

Acts for the Director of Security in assisting him in his exercise of technical security administration, guidance, and support of overseas security personnel and activities.

B. FUNCTIONS

1. Exercises administrative control of security personnel selected for, or returning from, overseas positions, unless otherwise assigned and provides career guidance for security personnel selected for, assigned to, and returning from overseas positions.

2. Serves as Secretariat on overseas communications and maintains a record of actions in each instance.

3. Keeps the Director of Security and his Deputy Directors continually informed of the security support requirements and activities of overseas security officers, including all communications received from them, and the replies thereto.

4. Provides centralized services and guidance on cables, dispatches, pseudonyms and cryptonyms for the Office of Security.

5. Is responsible to conduct and arrange for briefings and debriefings of all Office of Security personnel departing for, or returning from, overseas assignments.

6. Makes recommendations to the Office of Security Training Officer for his guidance in developing training programs and coordinates

~~SECRET~~

3 September 1957

on training programs proposed by A&TS for security personnel assigned to overseas positions.

7. Obtains or develops information in order to maintain current knowledge on overseas security support problems, requirements and activities.

8. Follows action on requests for direct support to security representatives overseas.

9. Takes such other actions in support of the overseas security programs, as may be ordered by the Director of Security.

~~SECRET~~

~~SECRET~~

3 September 1957

INSPECTION STAFF

A. MISSION AND FUNCTION

Conducts special inspections for the Director of Security, as required.

~~SECRET~~

~~SECRET~~

3 September 1957

POLICY STAFF

A. MISSION

Assists the Director of Security in preparing security policies and plans, and provides guidance on Agency matters affected by security policies.

B. FUNCTIONS

1. Furnishes security guidance and advice to the Director of Security, to other personnel of the Office of Security and to other components of the Agency on problems of a security policy nature.

2. Furnishes security guidance to Agency components on the release, both foreign and domestic, of classified material.

3. Prepares and/or coordinates Agency regulations and issuances concerning or affecting security.

4. Serves as Senior Support Planner of the Office of Security.

5. Serves as CIA observer on the State-Defense, Military Information Control Committee.

6. Serves as Security Advisor on the CIA Honor Awards Board.

7. Furnishes security policy advice on matters originating outside the Agency, such as proposed legislation and Executive Orders, and writings on, or concerning intelligence.

~~SECRET~~

~~SECRET~~

3 September 1957

8. Conducts special studies within the Agency of matters having security policy implications.

9. Maintains appropriate liaison with other Government departments and agencies on matters of security policy concern.

~~SECRET~~

3 September 1957

SECURITY RESEARCH STAFF

A. MISSION

Acting immediately under the supervision of the Director of Security and the Deputy Director of Security, plans and implements

25X1C

B. FUNCTIONS

1. Collects, receives, evaluates, develops and maintains information for the purpose of preventing, detecting and arresting penetration of the Agency by foreign or domestic organizations or individuals whose activities may be inimical to the United States.

25X1C

3. Coordinates with certain other government agencies in connection with counter intelligence activities, as appropriate.

4. On a continuing basis, reviews and evaluates the security records of CIA employees to guard against penetration or defection or any association or activity contrary to the interest of the Agency.

5. Coordinates the counter intelligence effort within the Office of Security and keeps the Director of Security currently advised on all new developments.

~~SECRET~~

~~SECRET~~

3 September 1957

DEPUTY DIRECTOR FOR PERSONNEL AND PHYSICAL SUPPORT

A. MISSION

Assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of personnel and physical security, safety and fire prevention, and is directly responsible for planning and implementation of the personnel and physical security and safety programs.

~~SECRET~~

3 September 1957

PERSONNEL SECURITY DIVISION

A. MISSION

Insures, through evaluation of available information, the security acceptability of persons employed by, or associated with, the Agency in an overt or semi covert capacity; maintains current records of such information and controls from a security standpoint certain personal outside activities, and official actions of Agency employees.

~~SECRET~~

~~SECRET~~

2 December 1957

B. FUNCTIONS

1. Clearance Branch

a. Prescribes requirements for information to be collected on personnel to be employed by, assigned to, or associated with the Agency in an overt or semi covert capacity.

b. Evaluates pertinent information regarding such persons, and either approves or recommends disapproval from a security standpoint the employment or utilization of such individuals.

c. Performs continual research of information on persons and organizations of interest to the Agency.

d. Maintains complete and current records and indices of security information on all but covert personnel and organizations of interest to the Agency.

e. Reviews and approves or recommends disapproval from a security standpoint, changes in assignments of personnel between major components of the Agency or between Headquarters and overseas and requests for internal clearances, such as Top Secret Control Officer assignments and cryptographic clearance.

f. Serves as the liaison point in the Office of Security between CIA and the Atomic Energy Commission on all matters pertaining to obtaining "Q" clearances for Agency personnel.

~~SECRET~~

~~SECRET~~

2 December 1957

2. Employee Activity Branch

- a. Gives security guidance to, and exercises controls over, headquarters employees with regard to their participation in certain outside activities, such as, but not limited to, writing for publication, delivering speeches, engaging in private foreign travel, participation in litigation, social contact with aliens, training, education, etc.
- b. Controls liaison with other government agencies by security-approving appropriate representatives of such agencies for contact.
- c. Security monitors miscellaneous actions, such as official travel to Iron Curtain countries.
- d. Replies to inquiries for information from unofficial outside sources.
- e. In coordination with the Special Assistant to the DCI, monitors employee activities that may bring publicity or notoriety to the Agency.
- f. Coordinates from a security point of view the Agency's Suggestion Awards Program
- g. Maintains liaison with other government agencies for the exchange of personnel security information.

~~SECRET~~

~~SECRET~~

2 December 1957

h. Debriefs all overt and semi covert personnel departing for overseas assignments or terminating employment.

i. Performs support activities such as, but not limited to,

25X1A13C [REDACTED] Employees' Compensation claims and entry of aliens into CIA buildings; and conducts special security briefings.

~~SECRET~~

3 September 1957

INTERROGATION RESEARCH DIVISION

A. MISSION

Provides information obtained through polygraph and oral interrogation to assist in the determination of the security acceptability of persons employed by, or associated with, the Agency.

B. FUNCTIONS

1. Conducts oral and polygraph interrogations of staff employees, overt consultants, staff agents and contract personnel.

2. Examines and interprets polygraph charts of interrogations to ascertain security implications, and reports findings thereon.

3. Conducts research internally and externally in the field of interrogation and polygraph technique.

4. Determines training requirements and conducts training in polygraph, as required.

6. Develops and recommends guidance regarding the application of polygraph technique in the Agency, and in response to requests for

assistance

3 September 1957

PHYSICAL SECURITY DIVISION

A. MISSION

Conducts research on, develops, tests, establishes and maintains safeguards and techniques for the protection of classified information and the prevention of physical penetration of Agency activities by unauthorized persons; monitors through inspections and investigations as necessary, the compliance with security policies or regulations; and plans and implements the Agency safety and fire prevention program.

~~SECRET~~

3 September 1957

B. FUNCTIONS

1. Building Security Branch

- a. Plans, implements and maintains physical security safeguards for the protection of classified information.
- b. Directs the operation of a guard force used to control entrance to, and exit from, Headquarters buildings.
- c. Supervises the building receptionists program.
- d. Establishes and implements procedures, facilities and media for identification of all employees and visitors at Headquarters.
- e. Provides Security Officer coverage at Headquarters on a 24-hour basis.
- f. Issues, controls and provides training in fire arms.
- g. Provides miscellaneous security services, such as, but not limited to, maintenance and repairing of safekeeping equipment, changing and control of safe combinations, [REDACTED] or couriers, supervision of classified waste collection and destruction, etc.

25X1C

3 September 1957

2. Survey Branch

- a. Establishes minimum requirements for the storage and handling of classified material and monitors the compliance there-with.
- b. Conducts physical security surveys and inspections of Agency installations and facilities, as directed, and makes corrective recommendations, where indicated.
- c. Conducts investigations of indicated security violations or non-compliance and makes remedial recommendations, when appropriate.
- d. Provides physical security advice, guidance and support to other components of the Agency, [REDACTED]
- e. Provides training support on physical security matters.

STATINTL

3 September 1957

3. Technical Branch

a. Develops, establishes and maintains Agency-wide technical countermeasures programs and technical security systems.

b. Conducts technical inspections to detect hostile technical surveillance of Agency activities.

c. Analyzes technical inspection reports received from world-wide sources.

d. Develops and establishes requirements for procurement of technical countermeasures equipment.

e. Initiates research and internal and external liaison in connection with existing and developmental technical equipment and methods. Submits to approved authorities necessary specifications and requirements for research and development of improved countermeasures equipment.

f. Controls the issue of technical countermeasures equipment; conducts briefings on technical countermeasures equipment and activity; and provides guidance in the approval of requests from foreign nationals and governments for information on technical countermeasures.

g. Furnishes support to the CIA representative on the NSC Committee on Audio Surveillance.

3 September 1957

h. Develops training programs in technical countermeasures courses in coordination with the Administration and Training Staff and the Office of Training.

i. Furnishes technical equipment support for sensitive Security activities.

~~SECRET~~

~~SECRET~~

3 September 1957

4. Safety Officer

a. Conducts investigations of accidents, makes recommendations thereon, and prepares comparative annual statistical reports.

b. Conducts surveys, training sessions, seminars, visual aid programs and fire drills and gives technical advice on safety and fire prevention.

c. Reviews all ordnance shipment proposals for safety approval of the Director of Security, and gives technical assistance on explosive hazards classification.

d. Gives safety approval on plans for major alterations or construction of Agency buildings.

e. Conducts safety tests on materials, equipment and line operation hazards.

f. Represents the Agency with the Federal and National Safety Council and the Presidential Conference on Industrial Safety.

~~SECRET~~

~~SECRET~~

3 September 1957

DEPUTY DIRECTOR
FOR
INVESTIGATIONS AND OPERATIONAL SUPPORT

A. MISSION

Assists the Director of Security with the preparation and execution of the Agency's security program insofar as it relates to the fields of investigations [REDACTED]

25X1A6A

25X1A

[REDACTED] and is directly responsible for planning and implementation of the investigations and operational support programs through the administration and direction of the Office of Security [REDACTED]

25X1A6A

25X1A

[REDACTED]

~~SECRET~~

~~SECRET~~

3 September 1957

SECURITY SUPPORT DIVISION

A. MISSION

Directs field investigations for the determination of security acceptability of all personnel to be employed by, or associated with, the Agency; evaluates available information, and either approves or recommends disapproval, with respect to the security acceptability of various categories of covert personnel; [REDACTED]

25X1C

25X1C

[REDACTED]

~~SECRET~~

~~SECRET~~

3 September 1957

B. FUNCTIONS

1. Investigations Branch

a. Supervises the conduct of field investigations of all types of personnel of interest to the Agency, insuring the utilization of appropriate and consistent cover.

b. Evaluates pertinent information regarding persons of covert interest to the Agency, and either approves or recommends disapproval of their use.

c. Conducts continual research of organizations and personalities for reference in evaluating requests for covert clearances or approvals.

d. Supervises the conduct of investigations as they relate to the checks of other government agencies for the purpose of obtaining information.

e. Gives security advice and guidance to other components of the Agency with respect to the utilization and suitability of individuals in various covert positions, and the implementation, operation and control of covert projects.

~~SECRET~~

~~SECRET~~

3 September 1957

2. Support Branch

a. Supervises the conduct of [REDACTED] security support activities [REDACTED] in connection with covert operational support requirements and "special inquiries".

25X1A6A

25X1A6A

b. Furnishes security control, support and guidance to certain special and sensitive projects of the Agency, or the Office of Security.

25X1A6A

c. Conducts security surveys and technical inspections [REDACTED]

25X1A

[REDACTED]

[REDACTED]

25X1A13C

e. Develops, implements and maintains official cover plans for Office of Security personnel.

f. Provides support to the Agency cover program.

g. Controls the access of covert personnel into Agency facilities.

h. Furnishes support by giving security advice and guidance in the specialized area of labor activity as it relates to the intelligence effort.

i. Conducts research with respect to covert projects and clearance activities to augment the Office of Security counter intelligence effort in the covert field.

~~SECRET~~

~~SECRET~~

3 September 1957

3. Correspondents and Records Branch

a. Administers the Confidential Correspondents and Confidential Informants Programs respectively.

b. Participates in the processing of investigative and support cases for record purposes and for action between Headquarters and field offices.

c. Maintains complete and current records and indices, and control thereof, of security information on all personnel and organizations of covert interest to the Agency.

d. Performs other administrative duties within SSD, such as maintaining SSD regulatory issuances and records on a current basis, reviewing daily reports from field offices, supervising the TWX and mail traffic for SSD, compiling statistics of SSD operations, etc.

~~SECRET~~

